



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

### **Job Announcement**

**POSITION TITLE:** Benefits Outreach Specialist  
**REPORTS TO:** Director of Family Support Programs  
**STATUS:** Non-exempt, regular 40 hours a week  
**LOCATION:** ReWA SeaTac and Kent Offices

**SUMMARY:** Refugee Women's Alliance mission promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes, and equal access to services while respecting cultural values and the right to self-determination.

As Benefit Outreach Specialist, you will conduct outreach to immigrant and refugee communities to assist qualified individuals and families in applying for and enrolling in state and federal assistance programs, including those administered by the Department of Social and Health Services (DSHS), Department of Commerce, and the Department of Children, Youth, and Families (DCYF) including public housing programs (including county, state and federal affordable housing and homeless services), apple Health and Medicaid,, early Childhood Education and Assistance Program (ECEAP), working Connections Childcare.

Successful candidates for this position are result-oriented; and will have a strong understanding of the unique challenges, barriers and needs of immigrant and refugee families; possess excellent knowledge of family income support and resources and have exceptional ability to build trust with participants and offer consistent support.

### **RESPONSIBILITIES:**

- Increase access to and knowledge of public benefits primarily in the areas of housing, health, Ealy childhood education, and childcare, among low-income immigrant and refugee families through culturally and linguistically appropriate outreach, education, and dissemination of information including via social media.
- Conducts eligibility prescreening, verification of documents, and follow up activities.
- Increase public benefits participation through culturally and linguistically appropriate application assistance.
- Assist with outreach, education and information regarding ReWA programs and services.
- Collect data and complete reports on outreach activities.
- Provide interpretation services as needed.
- Maintain accurate files, monthly reports, and paperwork.

**Refugee Women's Alliance is an Equal Opportunity Employer.**

- Attend all meetings and trainings necessary for position.
- Other duties, as assigned by the program director.

**MINIMUM QUALIFICATIONS:**

- At least 1 year experience working with immigrants and refugees including outreach; ability to establish effective working relationships with multi-cultural staff, clients, community representatives and the public.
- Strong English proficiency, in writing and orally.
- Fluency in Dari/Pashto, Swahili
- BA degree in human services/social services or related field
- Strong computer skills and proficiency in Microsoft Office software, especially WORD, Excel and Powerpoint
- Effective prioritizing, organizational and multi-tasking skills
- Highly positive with enthusiastic style; capable of motivating clients
- Must be self-starter and dependable with strong problem-solving skills and good judgment.
- Ability and willing to work flexible hours, including evenings and weekends.
- Must have reliable transportation.

**BENEFITS:** Medical, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

**To Apply:**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=33fcab7d-e6a8-4270-9b29-2f38ba551a4e&cclid=19000101\\_000001&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=33fcab7d-e6a8-4270-9b29-2f38ba551a4e&cclid=19000101_000001&lang=en_US)

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

**BACKGROUND CHECKS:**

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check

**Closing Date:** Open Until Filled

**EQUAL OPPORTUNITY EMPLOYER**

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.

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